



Department of Permitting Services
Division of Building Construction
255 Rockville Pike, 2nd Floor
Rockville, MD 20850-4166
Phone: 311 in Montgomery County or (240) 777-0311
Fax (240)-777-6262
<http://www.montgomerycountymd.gov/permittingservices>



Application for Commercial Building Permit

Sediment Control # _____
U & O # _____

Building AP#(s) _____
Demolition # _____

B. Purpose: (check all that apply)

DESCRIPTION OF WORK:

- | | |
|--|---|
| <input type="checkbox"/> ADDITION | Gross Sq. Ft. of Area Created or Affected by this Action: _____ |
| <input type="checkbox"/> ALTERATION | |
| <input type="checkbox"/> CONSTRUCT | Disturbed Land Area: _____ |
| <input type="checkbox"/> DEMOLISH | |
| <input type="checkbox"/> MOVE | Estimated Project Cost: \$ _____ |
| <input type="checkbox"/> FOUNDATION ONLY | |
| <input type="checkbox"/> RESTORE and/or REPAIR | |
| <input type="checkbox"/> CHANGE OF USE | |
| <input type="checkbox"/> DAMAGE REPORT | |
| <input type="checkbox"/> GREEN BUILDING | |
- RATING**
- | | |
|---|--------------|
| <input type="checkbox"/> Certified | 26-32 points |
| <input type="checkbox"/> Silver | 33-38 points |
| <input type="checkbox"/> Gold | 39-51 points |
| <input type="checkbox"/> Platinum | 52-69 points |
| <input type="checkbox"/> Other (please specify) _____ | |

USE OF BUILDING OR SPACE:

- | | |
|---|--|
| <input type="checkbox"/> ASSEMBLY | <input type="checkbox"/> BANK |
| <input type="checkbox"/> BIOSCIENCE | <input type="checkbox"/> BUSINESS OFFICES |
| <input type="checkbox"/> BOARDING HOUSE | <input type="checkbox"/> DAY CARE FACILITY |
| <input type="checkbox"/> EDUCATIONAL | <input type="checkbox"/> FENCE* |
| <input type="checkbox"/> GARAGE | <input type="checkbox"/> HOSPITAL |
| <input type="checkbox"/> HOTEL | <input type="checkbox"/> INDUSTRIAL |
| <input type="checkbox"/> INSTITUTION | <input type="checkbox"/> MERCANTILE |
| <input type="checkbox"/> MULTI-FAMILY SENIOR ** | <input type="checkbox"/> MULTI-FAMILY ** |
- **Note # OF UNITS** _____
- | | |
|---|--|
| <input type="checkbox"/> PLACE OF WORSHIP | <input type="checkbox"/> POOL ABOVE GROUND |
| <input type="checkbox"/> RESTAURANT | <input type="checkbox"/> RETAINING WALL* |
| <input type="checkbox"/> POOL IN GROUND | <input type="checkbox"/> POST OFFICE |
| <input type="checkbox"/> STORAGE | <input type="checkbox"/> THEATER |
| <input type="checkbox"/> TRAILER** | <input type="checkbox"/> MODULAR BUILDING*** |
| <input type="checkbox"/> OTHER USE: _____ | |

*** IF BUILDING A FENCE OR RETAINING WALL** (A signed approval letter from the adjacent lot owner's is required)

HEIGHT _____ ft. _____ ins

- ☐ Located entirely on the land of the owner
☐ Public Right of Way/Easement
☐ Located on the lot line.

MNCPPC Site Plan No. _____

Preliminary Plan No. _____

Record Plat No. _____

☐ Y ☐ N Forest Conservation Easement?

*** Manufacture's Name & Model # for all Trailers & Modular Buildings: _____

C. Revision to Original Permit:

REVISION to ORIGINAL PERMIT # _____

(Original permit has been issued and is active)

☐ STRUCTURAL ☐ ELECTRICAL ☐ MECHANICAL ☐ SITE ☐ ARCHITECTUAL ☐ OTHER: _____

D. Building Address:

Street Number _____ Street _____ City _____ Zip _____

Lot(s) _____ Block _____ Subdivision _____

Floor/Suite # _____ Nearest Cross Street _____

E. Applicant Information:

Contact ID#: _____ Fax #: _____ Email: _____

Name of Applicant _____ Daytime Phone #: _____
(Permit will be issued to applicant)

Address _____ City _____ State _____ Zip _____

F. Point of Contact:

Contact ID#: _____ Fax #: _____ Email: _____

(If other than applicant)

Contact Person _____ Daytime Phone #: _____
Address _____ City _____ State _____ Zip _____

G. Expedited Plan Review:

☐ I request an Expedited Plan Review, when available, which is subjected to additional fees.

(Applicant's Signature)

Date

(Print Name)

H. Additional Approvals

Properties located within historic districts, municipalities and special taxing districts may require additional approvals beyond the required Department of Permitting Services (DPS) building permit.
For projects located in the City of Takoma Park's Commercial Revitalization Overlay, certain permits must be approved by the City prior to commencing construction.
Please refer to "*Permit Procedures for Properties within a Montgomery County Municipality*".

I. Impervious Areas:

Existing Building _____ Sq. Ft. New Building _____ Sq. Ft. Site _____ Sq. Ft.

J. Water and Sewage Information:

TYPE OF WATER SUPPLY ☐ WSSC ☐ WELL ☐ OTHER _____

SEWAGE DISPOSAL ☐ WSSC ☐ SEPTIC ☐ OTHER _____

K. Moderately Priced Dwelling Units:

20% of this development will be built as Moderately Priced Dwelling Units ☐ No ☐ Yes

L. Impact Tax:

New Buildings and Additions **will be assessed an Impact Tax based on the area where built (see Impact Tax guide).**

☐ I will exercise an approved Impact Tax Credit, a copy of which is attached

M. DAP & EDAET Agreements:

Agreement **must** be attached for new buildings when applicable.

N. Special Exception:

Is this lot subject to a Special Exception? ☐ Yes, Case # _____ ☐ No

O. Historic Area in Atlas or Master Plan

Is the property a Historic resource? ☐ Yes ☐ No

P. Use:

Has this space been occupied before? ☐ Yes ☐ No

If yes, Previous Use _____ Intended Use _____

Q. Demolition: (Answer required for demolition of entire building only)

Is this building over 25 years old? ☐ Yes ☐ No

R. Authorized Agent Affidavit:

I hereby declare and affirm, under the penalty of perjury, that:

1. I am duly authorized to make this permit application on behalf of: _____
(please print property owner's name)
2. The work proposed by this building permit application is authorized by the property owner; and
3. All matters and facts set forth in this Affidavit are true and correct to the best of my knowledge, information and belief.

(Agent's Signature)

Date

(Print Name)

S. To be Read by the Applicant:

Any information that the applicant has set forth in this application that is false or misleading may result in the rejection of the application. A condition for the issuance of this permit is that the proposed construction will comply at all times with the plans as approved by all applicable government agencies. I hereby declare and affirm, under the penalty of perjury, that all matters and facts set forth in the building permit application are true and correct to the best of my knowledge, information and belief.

(Applicant's Signature)

Date

(Print Name)